

From: OHIO Registrar registrar@ohio.edu
Sent: Tuesday, January 24, 2017 8:15 AM
To: Enrolled Students
Subject: Important Privacy Notice – FERPA Rights

Notification of Student Rights

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records (an “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age). These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Ohio University (“University”) receives a request for access.

A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the University discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The University discloses education records, without a student’s prior written consent, under the FERPA exception for disclosure to University officials with legitimate educational interests. A University official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A University official also may include a volunteer or contractor outside of Ohio University who performs an institutional service or function for which the University would otherwise use its own employees, and who is under the direct control of the University with respect to the use and maintenance of PII from education records (such as an attorney, auditor, or collection agent or a student volunteering to assist another University official in performing his or her tasks). A University official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Ohio University. Upon request, the University discloses education records, without a student’s consent, to officials of another school, in which a student seeks or intends to enroll.

4. The right of nondisclosure of designated directory/public information.

Ohio University has designated the following items as directory/public information that may be released to the public without the student's consent: student's name; residence hall, mailing, and home addresses; local or landline, cell (if designated as public), and permanent telephone numbers; University email address; current major program(s); participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of enrollment at Ohio University; degrees and awards received from Ohio University, including dates and major programs; previous educational agencies or institutions attended by the student; student's "also known as" (AKA) name; student standing and degree level (1st year undergraduate, 2nd year graduate, etc.); enrollment status (full time, etc.), including total hours enrolled by term; primary advisor; expected graduation date; current college and campus; residency status (Ohio resident, out-of-state student); admission status (new, continuing, etc.); record hold(s); and deceased status.

Students who do not want their directory/public information released to third parties or students who do not want to be identified in the Ohio University online people search must complete the [Ohio University Confidentiality Status Request Form](#).

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Ohio University to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

Please visit this site to learn more: <http://www.ohio.edu/registrar/ferpa.cfm>.

If you have any questions about your rights under FERPA or how to exercise those rights, please send a message to registrar@ohio.edu or visit us on the 1st floor of Chubb Hall.

Best regards,

Debra M. Benton
University Registrar
Ohio University